

National Tremor Foundation Charitable Trust

**Report & Financial Statements
for the year ended 31 December 2012**

Charity number: 1042013

National Tremor Foundation Charitable Trust

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National Tremor Foundation Charitable Trust
Trustees' Annual Report for the Year Ended 31 December 2012

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

- at date of report's approval:

Professor Lesley J Findley	Chairman
Kevin Harfoot	Treasurer
Dr Peter Bain MBBS MA MD FRCP	
Lizzie Graham	
John Kidney	

Registered Office

Harold Wood Hospital
Gubbins Lane
Romford RM3 0BE

Bankers

National Westminster Bank

Independent Examiner

Frank Learner
Greengage Associates
8 Ffordd Cwm Cidi, Barry
Vale of Glamorgan CF62 6LH

Charity Registration Details

Name: National Tremor Foundation Charitable Trust
No: 1042013

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document

The Trust is governed by a Declaration of Trust dated 19 October 1994 and was registered as a charity on 9 November 1994.

Recruitment and Appointment of Trustees

New trustees are recruited for the special contribution they can make to the Trust and are appointed by resolution of the Trustees.

OBJECTIVES & ACTIVITIES

The Trust's objects are:

- To promote, centralise and co-ordinate for the benefit of the public any form of research into essential, idiopathic and hereditary tremor and to disseminate and publish the useful results of such research.
- To relieve the need of sufferers from essential, idiopathic and hereditary tremor.
- To advance the education of the public in the subject of essential, idiopathic and hereditary tremor.

The Trust is currently able to resource these charitable activities:

- **Information.** Provision of knowledge to people affected by tremor or movement disorders of various parts of the body in order to help them and their families/carers manage the condition. The initial source for the Trust's beneficiaries is the website which the Trust believes is the leading source of information on this condition for over one million sufferers in the UK. Further sources are a newsletter (available in hard and soft copy), a general telephone enquiry service and access to an advisory panel.
- **Beneficiary support.** This activity covers the annual conference, active support and the encouragement/subsidy of regional support groups where there are known clusters of interested beneficiaries.

ACHIEVEMENTS & PERFORMANCE

This section explains the activities for the reporting period; in a difficult economic environment the Trust has managed to keep costs to a minimum and maintain the central office support facility.

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Information

The website gives a range of information on tremors (from diagnosis and clinical characteristics to current research topics and help for carers) and attracted 13,782 visitors (a significant element came from USA; 76% of visitors were new). The newsletter continued to explain topical matters in greater depth with contributions from experts and beneficiaries.

Beneficiary Support

The conference/AGM, held in the Autumn, gave beneficiaries a valued chance to both learn more about tremors and to meet the medical experts in person. Topical research issues covered at the conference included Essential and Orthostatic tremor. Active support has included the payment of music tuition fees and the sale of drinking aids. The Trust currently has two active regional support groups: in Havering and Norfolk. The Havering group has benefitted from a National Lottery grant that enabled the provision of IT equipment and various activities such as day trips. Such regional/local groups provide the opportunity for beneficiaries to regularly meet together for mutual support which is highly valued. It is important for them to have an environment where they feel comfortable socialising without being conscious of a tremor - and thus reducing isolation.

COMMUNICATIONS & FUNDRAISING REVIEW

In 2012 we approached 900 Charitable Trusts out of the 3000 Trusts that are mandated to donate to medical and disabilities support charities. Many are contacted by letter (90%), some via internet and some by personal visits. In the last 3 years most trusts have had seriously reduced funding available due to the economic situation and reduced investment income. Letter and telephone contact is the most cost efficient way of getting results although some donations come from Rotary, Probus and members, but these contributions are much lower.

PLANS FOR FUTURE PERIODS

The Trust's main priority is develop the website further - both its technical capability and content - due to the wide reach and accessibility (important for tremor-sufferers) of the web. Other plans include the introduction of a more user-friendly members forum, automated online donations and refreshing membership policy. The Trust also intends to produce 2 newsletters per year in the shape of larger journals and to use social networking more widely to recruit potential members & donations - alongside the ongoing search for funding.

PUBLIC BENEFIT STATEMENT

The Trustees confirm that they have complied with the duty in the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. As stated elsewhere in this report, the Trust's charitable activity work is clear evidence of both the identifiable benefit provided and the relation of this benefit to the charity's aims. Continuing website feedback shows that the Trust is regularly reaching people affected by tremors - both in UK and overseas.

RISK MANAGEMENT

The Trustees continually examine the principal areas of the Trust's operations and regularly consider the major risks that may arise in each of these areas. The risk management policy is currently undergoing review - which will lead to an update of the procedures for managing major risks.

FINANCIAL REVIEW

Our vitally important initiative of completely overhauling our website and the way we communicate with the public, along with the global credit crunch & loss of members resulted in heavy deficits during 2009 & 2010. However, a strict and stringent cost cutting exercise in 2011, which continued in 2012, avoided a similar outcome with losses kept to a bare minimum. 2012 incoming resources of £41,209 (2011: £50,832) funded a deficit of £974 (2011: surplus of £650) - but charitable activity spend increased by 45% from the 2011 level. We envisage a similar focus on cost control in 2013 with potential for further website enhancements and research if funds permit.

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Reserves Policy

The Trustees would ideally like to establish a level of reserves that would meet 12 months of operational costs (approximately £40k) should there be a gap in funding. At the year end the reserves held were £19,661 (previous year £19,879).

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the Trust and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Board:



Approved by the Board on 13th May 2013

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE NATIONAL TREMOR FOUNDATION CHARITABLE TRUST

I report on the Trust's accounts for the year ended 31 December 2012, which are set out on pages 5 - 9.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The Trust's gross income for this year has not exceeded £250,000.

Having satisfied myself that the Trust is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Frank Learner DChA
Fellow, Association of Charity Independent Examiners

Greengage Associates
8 Ffordd Cwm Cidi
Barry
Vale of Glamorgan CF62 6LH

3rd June 2013

National Tremor Foundation Charitable Trust

Statement of Financial Activities for the Year Ended 31 December 2012

	Notes	Unrestricted funds £	Restricted funds £	Total for year	
				2012 £	2011 £
Incoming Resources					
Voluntary Income					
Donations		27,051	5,110	32,161	37,002
Subscriptions		7,197	-	7,197	13,324
Other		565	-	565	50
Charitable Activities		286	1,000	1,286	456
Total Incoming Resources		<u>35,099</u>	<u>6,110</u>	<u>41,209</u>	<u>50,832</u>
Resources Expended					
Costs of Generating Funds	2	16,801	-	16,801	28,511
Charitable Activities					
Information		7,774	2,000	9,774	5,590
Beneficiary Support		4,938	4,110	9,048	7,382
Governance	3	6,560	-	6,560	8,698
Total Resources Expended		<u>36,073</u>	<u>6,110</u>	<u>42,183</u>	<u>50,182</u>
Net movement in funds		(974)	-	(974)	650
Reconciliation of funds					
Total funds brought forward		<u>20,635</u>	-	<u>20,635</u>	<u>19,985</u>
Total funds carried forward		<u>19,661</u>	-	<u>19,661</u>	<u>20,635</u>

National Tremor Foundation Charitable Trust

Balance Sheet as at 31 December 2012

	Notes	31 December 2012		31 December 2011	
		£	£	£	£
Fixed assets					
Tangible assets	5	-		756	
		-	-		756
Current assets					
Debtors	6	555		-	
Cash at bank		31,996		20,938	
		<u>32,551</u>		<u>20,938</u>	
Creditors: Amounts falling due within one year	7	<u>(12,890)</u>		<u>(1,059)</u>	
Net current assets/(liabilities)			19,661		19,879
Net Assets			<u>19,661</u>		<u>20,635</u>
Funds					
Unrestricted income funds			19,661		20,635
Restricted income funds	8		-		-
			<u>19,661</u>		<u>20,635</u>

On behalf of the Board:

K Hatfield

Approved by the Board on 13th May 2013

The notes on pages 7 to 9 form part of these financial statements

National Tremor Foundation Charitable Trust
Notes to the Financial Statements for the Year ended 31 December 2012

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice-Accounting and Reporting by Charities (SORP 2005), applicable UK accounting standards and the Charities Act 2011.

The Statement of Financial Activities and Balance Sheet entries for the year ending 31 December 2011 (and the accompanying Notes where appropriate) have been restated to reflect the Trust's decision for 2012 to analyse resources expended by activity categories and also correct the net income understatement of £1,746 in the filed 2011 accounts.

Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms advertised by the Trust.

Incoming resources

All incoming resources are included in the statement of financial activities when the Trust is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the Trust, are recognised when the Trust becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the Trust where this can be quantified.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Trust earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the Trust in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Trust and also costs linked to the strategic management of the charity.

Fixed assets

Depreciation is provided on a 25% reducing balance basis in order to write off the assets over their estimated useful lives. In 2012 an item capital threshold of £500 and a minimum item net book value of £200 were introduced.

National Tremor Foundation Charitable Trust
Notes to the Financial Statements for the Year ended 31 December 2012

2 RESOURCES EXPENDED

	Direct £	Contractor £	Support £	2012 £	2011 £
Cost of Generating Funds	935	12,529	3,337	16,801	28,511
Charitable Activities					
Information	6,845	1,928	1,001	9,774	5,590
Beneficiary Support	5,345	1,928	1,775	9,048	7,382
Governance	3,002	2,891	667	6,560	8,698
Total Resources Expended	16,127	19,276	6,780	42,183	50,182

Costs have been attributed on a basis consistent with the use of resources. Where costs cannot be allocated, they are apportioned by the estimated percentage of time spent on each activity. Support costs are mainly office-based costs such as IT and postage.

3 GOVERNANCE COSTS

	2012 £	2011 £
Meeting Costs	1,310	1,193
Independent Examination	645	-
Other services from Independent Examiner	885	-
Bookkeeping	-	179
Affiliation fees	161	-
Consultancy	-	1,000
Staff/Contractor-related costs	2,891	4,679
Office overhead	667	1,647
Total Governance Costs	6,560	8,698

4 NET EXPENDITURE

	2012 £	2011 £
Net expenditure is stated after charging:		
Gross Salaries	-	7,042
Employer's National Insurance	-	-
Pension costs	-	-
Trustees' remuneration	-	1,000
Trustees' expenses	447	-
	Number	Number
Average monthly number of full-time equivalent employees	-	1.5

The Trust ceased to employ staff during 2011 and now relies on a contractor for its office duties.

During the year 2 trustees were re-imbursed for expenses.

National Tremor Foundation Charitable Trust
Notes to the Financial Statements for the Year ended 31 December 2012

5 FIXED ASSETS	Tangible		Total £
	Furniture £	IT Eqpt £	
Cost			
At 1 Jan 2012	240	4,645	4,885
Additions	-	-	-
Disposals	-	-	-
At 31 Dec 2012	<u>240</u>	<u>4,645</u>	<u>4,885</u>
Depreciation			
At 1 Jan 2012	79	4,049	4,128
Charge for year	161	595	756
On disposals	-	-	-
At 31 Dec 2012	<u>240</u>	<u>4,645</u>	<u>4,885</u>
Net book value at 1 Jan 2012	161	595	756
Net book value at 31 Dec 2012	-	-	-

6 DEBTORS	2012 £	2011 £
Prepayment	555	-
Total debtors	<u>555</u>	<u>-</u>

7 CREDITORS	2012 £	2011 £
Trade creditors	1,193	845
Advance subscriptions	3,306	-
Other creditors and accruals	8,391	214
Total creditors	<u>12,890</u>	<u>1,059</u>

8 RESTRICTED FUNDS	At 1 Jan 2012 £	Incoming Resources £	Outgoing Resources £	At 31 Dec 2012 £
Celia Blake Trust	-	500	500	-
Lynn Foundation	-	500	500	-
National Lottery Awards for All	-	2,110	2,110	-
Frognal Trust	-	2,000	2,000	-
George A Moore Foundation	-	1,000	1,000	-
	<u>-</u>	<u>6,110</u>	<u>6,110</u>	<u>-</u>

The grants from the Celia Blake Trust & Lynn Foundation are to pay for a beneficiary's music tuition fees. The Awards for All grant is for the costs of the Havering support group. The Frognal Trust grant is for direct beneficiary support. The George A Moore Foundation grant is for help and support

9 FUND/ASSET ANALYSIS	2012		2011	
	Unrestricted funds £	Restricted funds £	total funds £	total funds £
Fixed assets	-	-	-	756
Net current assets	19,661	-	19,661	19,879
	<u>19,661</u>	<u>-</u>	<u>19,661</u>	<u>20,635</u>